Creating Forwarding/Redirection Rules in Webmail

There are two variants to message forwarding in FermiMail:

- **Message forwarding:** When a rule automatically _forwards_ a message you receive, it leaves a copy of the message in your Inbox or in the folder to which the message was originally delivered. The rule then adds the designation "FW:" to the beginning of the Subject line, changes the message formatting, and then forwards the message to the account specified by the rule. The recipient represented by the account also sees that the message came from you.
- **Message redirection:** When a rule automatically _redirects_ a message you receive, it also leaves a copy in your Inbox or in the folder to which the message was originally delivered. The rule then sends the message, unchanged, to the account specified by the rule. To the recipient, the message appears as though it came directly from the original sender. There is no indication that the message was delivered by way of your account.

Most users are familiar with manually forwarding their email, which inserts "FW:" in the subject line and clearly indicates that the mail came most recently from you, not the original sender. Users may prefer message redirection, however, if they are automatically sending email to a home institution since the email will then appear as if it came directly from the original sender, rather than having been forwarded through FermiMail. In either case, essentially the same procedure can be used to create message forwarding or message redirection rules in FermiMail.

How to create forwarding/redirection rules in Webmail

1. Start your web browser. Login to the Premium (not Light) version of webmail at https://email.fnal.gov
2. Under **Options** in the top right, select **Create an Inbox Rule…**
3. Under **New…**, select **Create a new rule for arriving messages**.
4. Under **When the message arrives, and:** , select **[Apply to all messages]**.
5. To Forward:
   a. Select **More Options**. (under "Do the following:")
   b. Now, under **Do the following**, select **Forward, redirect, or send**, and then **Forward the message to…**
   c. Type the destination into the **To->** field. If the destination is a FermiMail address or distribution list, then this search form is useful. However, you are not

restricted by the search list to FermiMail addresses. You may enter ANY email address in the **To->** field, such as "myOtherAccount@myhome.institution.edu"

    d.   Click **Save**.

6. <u>To Redirect</u>:
   a. Under **Do the following:** select **Redirect the message to…**.
   b. Type the destination into the **To->** field. If the destination is a FermiMail address or distribution list, then this search form is useful. However, you are not restricted by the search list to FermiMail addresses. You may enter ANY email address in the **To->** field, such as "myOtherAccount@myhome.institution.edu"
   c. Click **Save**.

7. <u>To Delete after Forward/Redirect</u>:
   a. Select **More Options**. (under "Do the following:")
   b. Select **Add Action**. (also under "Do the following:")
   c. Pull down the choices under **Select one.**
   d. Open the side menu for **Move, copy, or delete.**
   e. Select **Delete the message.**

8. Scroll down to give the rule a descriptive name in **Name of rule:**
9. Select **Save**.
10. Select **Yes**. You do want this rule to apply to all future messages.

Note: If you chose to delete email after forward/redirect, then it will still accumulate in your **Deleted Items** folder. We strongly recommend this as a first step to insure there are no typos in your rule that could lead to email loss. Once an email is deleted permanently by this rule, it cannot be retrieved from the FermiMail mailbox; it can only be retrieved at the destination mailbox. After you are sure this rule works, that email is received at the destination mailbox, then you may consider changing the **"delete it"** action to **"delete it permanently"**.